

Casandra Fresquez- City Clerk
cmfresquez@ci.las-vegas.nm.us



Maire Lopez- Deputy Clerk
mlopez@ci.las-vegas.nm.us

1700 N. Grand Avenue LAS VEGAS, NEW MEXICO 87701
(505) 454-1401 FAX (505) 425-7335

REQUEST FOR PUBLIC RECORDS

In accordance with Section 14-2-1 NMSA 1978, as amended, I would like to inspect and / or copy the following documents: (Please list records with reasonable particularity)

Any copy of the record (s) requested will be subject to the usual cost for copying of \$1.00 per surface copy up to the first ten (10) pages and \$.50 per surface copy thereafter per document.

I promise to pay copying charges as listed in the Above Fee Statement. If the copying charges will exceed \$_____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before the copies are made.

Public records will be available from 8:00 a.m. to 5:00 p.m. on normal business days. Original records may not be removed from City of Las Vegas Offices.

Name of Requestor

Date

Signature

Telephone Number

Address

FOR DEPARTMENT USE ONLY

The request to inspect public records is:	Forward Dept. (s): _____
Approved _____	_____
Disapproved for the following reason(s):	3 Day Deadline _____
_____	15 Day Deadline _____
_____	Date Completed _____
_____	No. of Copies _____
_____	Cost _____
_____	Receipt No. _____